

No. A-23011/ 08/ 2009-AD II
Government of India
Ministry of Corporate Affairs

New Delhi, dated the 20 July, 2012

Office Memorandum

Subject: Re-verification of service particulars (including date of joining in the region) before finalization of All India Eligibility list of JTA for promotion to STA


The undersigned is directed to refer to the OM No. A-23011/08/2009-Ad.II dated 12.01.2012 and OM of even number dated 16.05.2012 and to say that, while examining the representations received, after the re-circulation of seniority/eligibility list, the following facts emerged:

(a) It is not clear whether the date of joining as regular JTA (either through DR or through promotion with in the region), which is prepared on the basis of submissions by RD offices, is the date of joining in the initially allotted region or it is the date of joining in the present region/office after inter-region transfer.

A person-to-person verification with certification by controlling officers (from officer having custody of the service book and the Regional Director) is required to be done, in the enclosed format (**Annexure A**).

(b) RD offices, are not certifying the representations of JTA regarding addition./change in educational qualifications, date of birth, date of joining in central government/MCA, etc.

2. Therefore, all RDs are instructed to forward the enclosed format to each of the regular JTA working in their region and send the completed format **within 15 days of date of issue of this OM** Change in service particulars (as mentioned in this provisional list) shall be done, only if attested copies of supporting certificates/documents are also forwarded by RD offices, with the information in Annexure A.


20/7/12
(R.K Pandey)

Under Secretary to the Government of India
Ph: 23383507

To

1. All RDs
2. E.G Cell – for loading in employees corner/seniority list.

Format for verification of service particulars of JTA, before finalization of All India eligibility list of JTA as on 01-01-2012 for promotion to STA

1	Full Name of the JTA	
2	Educational qualifications	
3	Date of birth	
4	Date of entry/joining in Central Government	
5	(i) Date of joining as regular JTA and (ii) First office in which initially joined as regular JTA	
6	If the posting in the present region is after inter-region transfer , the date of joining in the first office of the present region	
7	Method of entry in JTA (i) by direct recruitment (through SSC) (ii) by direct recruitment (absorption from company paid staff) (iii) by promotion as per DPC recommendation	
8	Community (SC or ST or OBC or UR)	
9	Present Posting and date from which posted in present office	
10	<p><u>Declaration by JTA</u></p> <p>I declare that the above information is correct to the best of my knowledge and belief.</p> <p>Name.....Signature (with date).....</p>	
11	<p><u>First verification by custodian of service book</u></p> <p>I have myself verified all the above mentioned facts from service book and all other available documents/original certificates and I certify that all the above facts are correct.</p> <p>Name.....Signature (with date).....</p>	
12	<p><u>Second verification by regional director</u></p> <p>I have myself verified all the above mentioned facts from service book and all other available documents/original certificates and I certify that all the above facts are correct</p> <p>Name.....Signature (with date).....</p>	